

# INSTALLING THE S.C. LEGISLATIVE STAFF PORTAL

For iPhone and iPad

Legislative Services Agency

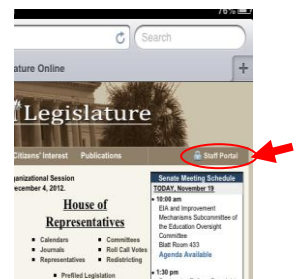
## Installing the Legislative Staff Portal on iPhone or iPad:

The **Legislative Staff Portal** utilizes the **Citrix Receiver** app to deliver Legislative Network tools and resources to your **iPhone** or your **iPad**. The Legislative Staff Portal provides Legislative Network capability while working away from the Legislative Complex. The Legislative Staff Portal enables secure e-mail and file access from internet capable desktop computers, laptops and mobile devices, such as tablets and smart phones.

1. Tap the **Safari** icon  (iPhone/iPad software version less than iOS 7)

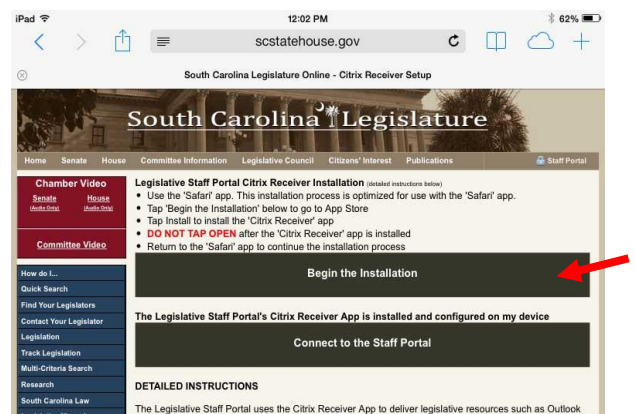
or  (iPhone/iPad software version iOS 7 or greater) on your iPhone or iPad.

2. Type **www.scstatehouse.gov** in the address bar.
3. Tap **GO** button on your keyboard.
4. When the **S.C. Legislature** website appears, tap the **Staff Portal** link.



The Legislative Staff Portal **Citrix Receiver** Installation page will be displayed.

5. Tap the **Begin the Installation** bar.



To request assistance, call LPITS Help Desk at **803-212-4420**. 8:30 am - 5:00 pm /M-F

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You'll automatically be taken to the **Apple App Store**. The Citrix App download screen will be displayed.

6. Tap the **Citrix Receiver** app download icon.  
(The download icon will look like a cloud.)



7. Wait for the **Citrix Receiver App** to install.
8. When installation is complete the **Citrix** download icon will change to an **OPEN** button. **DO NOT TAP THE OPEN** button.



**Please Note:** The **Open button** may not be displayed for iPhones or iPads running operating systems less than software version iOS 7. The app installation is complete when the “installing” message disappears from the app screen.

9. **Instead**, tap the **HOME button** on your **iPhone** or **iPad**, and return to the **iPhone or iPad** screen that displays the **Safari** icon.



or



icon.

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10. Tap the **Safari**  or  icon once again.

*You'll be automatically return to the South Carolina Legislature website.*

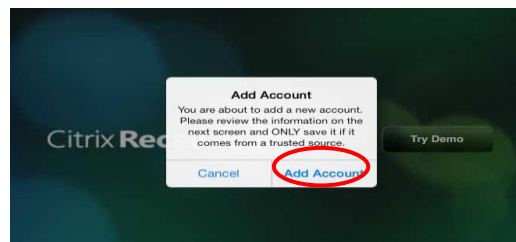
11. Tap the

**Configure the Citrix Receiver app for connection to the SC Statehouse Citrix portal** bar.

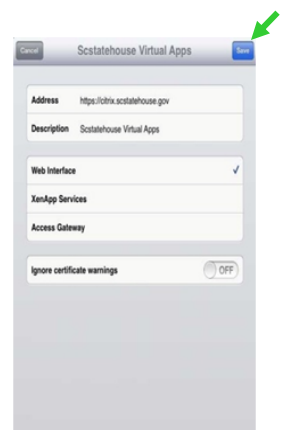


*The Citrix Receiver and Citrix Receiver “Add Account” screens will be displayed.*

12. Tap the **Add Account** button.



13. Tap the  button on the **Statehouse Virtual Apps** dialogue box.



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The Staff Portal **Citrix Receiver Web Interface Log-on Screen** will be displayed.

14. Log-in by typing your **LSA Network username** (no spaces)

15. Type your **LSA Network password**.  
(Your password is case-sensitive).

16. Click the  button.

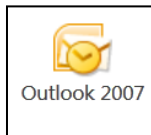


The screenshot shows the 'Welcome' login screen. It has a header 'Welcome' and a sub-header 'Please log on to continue.' Below this is a small image of a building. To the right of the image are two input fields: 'User name:' with the text 'JaneDoe' and 'Password:' with a masked password '\*\*\*\*\*'. To the right of the password field is a 'Log On' button. Two red arrows point to the 'User name' and 'Password' fields. Below the input fields is a 'Log On' button. At the bottom, there is a security notice: 'For security purposes, when you finish working with this site do one of the following: 1) Click the Logoff button to log off from the site. 2) Close all browser windows (including applications in other windows). This site is intended for authorized users only. If you experience access problems contact the [site administrator](#).'


17. The **S.C. Legislative Staff Portal** home screen will be opened -- displaying the **Legislative Staff Portal Apps** that are available to you.



18. To launch a **Legislative Staff Portal App** like **Outlook 2007** (e-mail) - tap the app icon



.on the **Legislative Staff Portal** home screen.


**Please note:** The **Citrix Receiver App icon**  was automatically added to your iPhone/iPad library of apps when the Citrix Receiver download was completed in step 6 above.

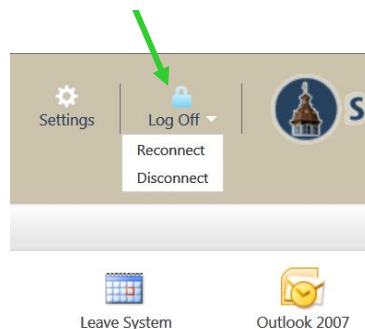
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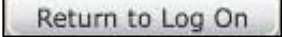
## Disconnect from the Legislative Staff Portal (iPhone/iPad)

1. Close any **Legislative Staff Portal** apps that are opened by clicking the  in the upper right corner of the app window.
2. Click the **Log Off** link located near the top of the **Legislative Staff Portal** home screen.



3. Click **Disconnect** on the drop-down menu.
4. The following message will appear -- confirming that you have been successfully disconnected.



5. Tap the  button to return to the **Citrix Receiver Web Interface Log-on screen**. Tapping the **Return to Log on** button will cause the **Staff Portal Citrix Receiver Web Interface Log-on screen** to be conveniently presented the next time you access the **Legislative Staff Portal**.
6. Tap the **HOME** button on your **iPhone** or **iPad** to return to your library of **iPhone/iPad** apps.

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## Reconnect to the Legislative Staff Portal (iPhone/iPad)




1. Tap the **Citrix Receiver App icon** located your library of **iPhone/iPad** apps.

*The Staff Portal **Citrix Receiver Web Interface** Log-on screen will be displayed.*

2. Log-in by typing your **LSA Network username** (no spaces)
3. Type youe **LSA Network password**.  
(Your password is case-sensitive).

The image shows the login screen of the Citrix Receiver Web Interface. It has a light beige background. At the top, it says 'Welcome' in blue. Below that, it says 'Please log on to continue.' There is a small icon of a building on the left. To the right of the icon are two input fields: 'User name:' with the text 'JaneDoe' and 'Password:' with a series of dots. To the right of the password field is a 'Log On' button. Below the input fields, there is a list of instructions for security purposes: 'For security purposes, when you finish working with this site do one of the following: 1) Click the Logoff button to log off from the site. 2) Close all browser windows (including applications in other windows).' At the bottom, it says 'This site is intended for authorized users only. If you experience access problems contact the site administrator.' Two red arrows point to the 'User name' and 'Password' input fields.

4. Click the  button.

*The **S.C. Legislative Staff Portal** home screen will be opened -- displaying the **Legislative Staff Portal apps** that are available to you.*

